

Open Doors Academy Site Program Coordinator

Open Doors Academy is currently seeking full-time Program Coordinator to supervise a team of two employees, and serve as mentor and educator to middle school aged youth during out-of- school enrichment programming.

Position: Program Coordinator

Reports to: Community Director

Purpose: The Program Coordinator of Open Doors Academy serves the program site's team leader and representative. The Program Coordinator provides leadership through direct daily involvement with the youth, as well as oversight of staff, and collaboration with community partners, families, and the school. The role includes the ability to motivate, influence, and shape individuals in order to assure continuous social, emotional and behavioral development of middle school youth. The Program Coordinator seeks to strengthen the individual growth of the child, by working collaboratively with the parents/guardians, teachers, clinical counselor, educational specialist, and school counselors to strengthen the community system that the child inhabits.

DUTIES AND RESPONSIBILITIES:

Oversight and Leadership Responsibilities

- Ability to oversee multiple activities and multi task in administrative and programming responsibilities.
 - Provide guidance, evaluation and support to program staff in daily implementation of programming and curriculum
 - Complete monthly programming reports indicating current demographics, programming highlights, changes or potential and current issues
 - Meet with School Personnel on a regular and consistent basis building program relationship and collaboration
 - Work with school staff (teachers, counselors, etc.) to develop benchmarks, goals and objectives for each student.
 - Responsible for recruitment and retention of students at each site (Maintain a minimum of 30 (first year) and 40 each year after.
 - Work in collaboration with community partners in further strengthening the programming of the organization
 - Responsible for meeting with families on a bi-weekly basis, determining current needs, and supporting families through middle school transitions
 - Serves as site administrator and ensures that all ODJFS Licensing requirements are being met on a daily basis.
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Programming

- Provide support and direction to programming staff and volunteers on a daily basis
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- Participate in monthly student advisory board meetings, alumni dinners, volunteer opportunities and all other off-site programming.
- Implement daily programming five days a week coordinating staff and students around various activities using some set curricula/outline and filling in based on the need of the population at the site
- Help students develop academic and social tools to be more successful in the classroom.
- Guide students through curriculum designed to increase math and reading skills, support organizational skills, and assist with homework completion.
- Carry out programming that engages youth in hands on interactive experience gauged towards building life skills, social development, leadership, career exploration, and character building.
- Responsible for tracking 10-12 youth throughout the year, and overseeing the tracking by the Teen Coaches.

QUALIFICATIONS

- Bachelor's Degree in Education, Social Work, or related field. Master's Degree preferred
- 2 to 5 years experience working with children, preferably experience working with middle school adolescents
- Previous experience in program management, multi – tasking, measurements, and group management
- Strong organizational skills and attention to detail
- Consistent and confident disciplinarian
- Strong team player, ability to delegate work and coordinate with others
- Strong interpersonal skills, ability to relate to middle school adolescents and families of various backgrounds
- High Energy
- Committed passion to making a difference in the lives of middle school youth.
- Willingness to work weekends and evenings when needed

To apply for this position, please submit a cover letter, resume, three references, and salary expectations to humanresources@opendoorsacademy.org. Please include the position title in the subject line of the email. Thank You. Resumes will be accepted through August 1, 2010.